212Posters Instructions

The 212Posters is a web based application which provides the end user the ability to format and post content, abstracts, posters, and documents in the form of pre-defined layouts. The following sections describe how an end-user can use the application to format and post content. For better experience, use Internet Explorer or Chrome with the 212Posters application.

The application is a “click and select” tool which allows the end-user to select templates and colors, and also lets the end-user copy and paste information for easy content creation. The application provides support for the following:

1. 4 templates
2. Title and subtitle
3. Logo
4. Images and Pictures
5. Youtube links
6. Colors for background, titles, subtitles, and fonts

The following steps provide instructions on how to use the application to load content and save it for viewing.

**Step 1: Access the application**
Using your browser, go to the following URL: [http://www.212com.com/212poster](http://www.212com.com/212poster)

**Step 2: Login**
Click on the sign in button

Enter the username and password. The username is your email address provided to the event coordinator. The credentials for the application access are provided by the event coordinator, or automatically emailed to the end-user

1. Enter email address
2. Enter password
3. Click on SIGN IN button

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**Documents/Posters/Abstracts**

Once you successfully login to the application you will be prompted with the event to which you can upload content. Please note that you can only upload content to your assigned event(s). You can upload, edit, and delete your content (documents) in the assigned event, and you can view all of the other user content in the general view.

After successful login, you will be prompted with the dashboard screen below.

![Dashboard Screen](image)

The options to which you have access are:
1. Event(s) to which you can upload content
2. Date and time of the event
3. Update your profile
   a. Your name, address, and phone number are required. Please note that this information is accessible only by the event coordinator. You do not have to enter the complete physical address, your City and Country should suffice. The rest of the information is optional. The required fields are indicated by *
4. Change password
   a. This feature allows you to change the password.
5. Logout
6. View documents which you have uploaded and saved
7. Upload new document(s)

The following sections describe how to view, upload, and edit documents from this view.

**Viewing & Editing Documents**

To view a document, click on the green button labeled “VIEW DOCUMENTS”

Once you click on the VIEW DOCUMENTS button, you will be prompted with the document list view. The list shows the date and time of the document’s creation, document type, and options for document management. For document management, you have the option to open the document and view it, edit the document, or delete it.
7. To view a document, click on the green button labeled “VIEW”.

4. To edit a document, click on the blue button with the pencil image. The edit view is similar to the upload document view. For more details, refer to the “Upload Documents” section.

5. To delete a document, click on the red button with the x image. Please ensure that you want to delete the document as there is not an undo option.

When you click on the “VIEW” button, a new browser tab will open with a view similar to the following screenshot.
**Uploading and Editing Documents**

To upload a new document, from the general view, click on the blue button labeled “UPLOAD DOCUMENTS”.

Once you click on “UPLOAD DOCUMENTS”, you will be prompted with the new document view.

1. Select a template

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2. Select the background of the document (this is the background of the template of the complete document, not the individual content boxes). You can choose a color or an image/picture.

If you select “Background Color”

If you select “Background Image”

that the background image have the following specifications for optimal viewing: Width=1260 pixels and Height=800 pixels. Use these values to ensure the image spans across the whole screen.

3. Select the date and time of the document

windows will open to select a date and time

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4. Select Logo or Author’s Picture

Click on Choose File to load image

Once you click on Choose File, you will be redirected to a window to upload an image of picture from your computer. You can either use your organization’s logo, an image, or Ensure that you have correct resolution and size to avoid image distortion.

7. Enter the Title of the Document/Poster/Abstract

Enter Document Title

8. Select the font color for the main document title

Click on color box or Enter color code to choose title font color
7. Enter the subtitle of the Document/Poster/Abstract

Enter Document Title

9. Select the font color for the subtitle

Click on color box or Enter color code to choose title font color

10. Select template box color

Select the color for the box header or title (Color palette or color code)

11. Select the template font color

Click on color box or Enter color code to choose title font color

12. Enter the box title and content

Enter the box title

Editing toolbar Image Tool Text box

Or Youtube link

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12. Repeat for all of the boxes using your choice or preference for the layout and content.

13. Enter Footer text if preferred

Footer Text

14. Save by clicking on the green button labeled “SAVE”

SAVE

or

15. Cancel if you want to discard the draft or the changes

CANCEL

16. Verify the document by clicking on “VIEW DOCUMENTS” and by reviewing your document.